

## State of Vermont Department of Corrections

Correct Care Solutions								
Regional Office							ADP Total:	1602
Position	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hrs/Wk
Day Shift								
Regional Manager (Administrator)	8	8	8	8	8			40
Regional DON	8	8	8	8	8			40
Medical Director of VT	8	8	8	8	8			40
Director of Clinical Services (QI)	8	8	8	8	8			40
IT Manager	8	8	8	8	8			40
Director of Community Linkage	8	8	8	8	8			40
Director of Psychiatry Services			6	6	7			19
Admin. Asst/Office Mgr	8	8	8	8	8			40
Dir. Behavioral Health Services	8	8	8	8	8			40
Per Diem/PRN Clerical Support	4	4	4	4	4			20
<b>Total Hours/Per Week</b>	<b>68</b>	<b>74</b>	<b>74</b>	<b>75</b>	<b>68</b>			<b>359</b>

Eff 1/1/14

There are no staffing penalties associated with Regional Office positions.

Regional Office Staff and Facility Program Administrators may cover facility shifts as needed provided the incumbent has the qualifications, credentials and license to perform the duties of the position with no penalty incurred.

With the approval of VDOC Health Services Director, one (1) hour of Physician time may be substituted for two hours of PA/NP time and two (2) hours of PA/NP time may be substituted for one (1) hour of Physician time at the facilities with no penalty incurred.

UPDATED April 29, 2014		
Sites:		
	Regional	359
	Caledonia	57
	Chittenden	828
	Marble Valley	373
	Northeast	423
	Northern	748
	Northwest	712
	Southeast	261
	Southern	1245
		<b>5006 Total Hours</b>
		<b>125.15 Total FTE</b>

## State of Vermont Department of Corrections

## Correct Care Solutions

Caledonia Work Camp								ADP Total:	89
Position	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hrs/Wk	
Day Shift									
Physician	5								5
Health Services Administrator									0
PA/NP									0
Director of Nursing									0
RN	1	1	1	1	1	1			5
LPN	8	8	8	8	8	8			40
LNA									0
Administrative Assistant									0
Dentist									0
Dental Assistant									0
Psychiatrist									0
APRN			2						2*
Licensed MHP (Masters)	1	1	1	1	1	1			5
MH Coordinator									0
Recreation Technician									0
Medical Records Technician									0
<b>Total Hours/Day</b>	<b>15</b>	<b>10</b>	<b>12</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>57</b>
Evening Shift									
RN									0
LPN									0
LNA									0
Licensed MHP (Master's)									0
<b>Total Hours/Evening</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Night Shift									
RN									0
LPN									0
LNA									0
Licensed MHP (Master's)									0
<b>Total Hours/Night</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Hours/Week</b>	<b>15</b>	<b>10</b>	<b>12</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>57</b>

57

57

The positions listed above are the clinical positions that will be evaluated for potential penalty as outlined in Section 2.47.6. Medical Director may change schedule but not total hours per week without penalty.

\*APRN hrs vary among CCWC, NERCF, and NSCF but 30 hrs per week must be met among three sites. Effective 10/9/13

Minimum Daily Staffing (Hrs) for all other positions to avoid potential penalty:

LPN - Days (M thru F) - 8 hours filled

## State of Vermont Department of Corrections

Correct Care Solutions								
Chittenden Regional Correctional Facility							ADP Total:	182
Position	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hrs/Wk
Day Shift								
Physician					10			10
Health Services Administrator	8	8	8	8	8			40
PA/NP	8	8	8	8				32
Director of Nursing								0
RN/Nurse Manager	8	8	8	8	8	8	8	56
LPN	16	16	16	16	16	16	16	112
LNA	8	8	8	8	8			40
Administrative Assistant	8	8	8	8	8			40
Dentist	6		6		6			18 *
Dental Assistant	6		6		6			18 *
Psychiatrist	4							4
APRN		8		8				16
Licensed MHP (Masters)	16	16	16	16	16	8		88
MH Coordinator								0
Recreation Technician	0	0	0	0	0			0
Medical Records Technician	8		8		8			24
Social Worker MSW	8	8	8	8	8			40
<b>Total Hours/Day</b>	<b>104</b>	<b>88</b>	<b>100</b>	<b>88</b>	<b>102</b>	<b>32</b>	<b>24</b>	<b>538</b>
Evening Shift								
RN	8	8	8	8	8			40
LPN	14	14	14	14	14	20	20	110
LNA	8	8	8	8	8	8	8	56
Licensed MHP (Master's)								0
<b>Total Hours/Evening</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>28</b>	<b>28</b>	<b>206</b>
Night Shift								
RN								0
LPN	12	12	12	12	12	12	12	84
LNA								0
Licensed MHP (Master's)								0
<b>Total Hours/Night</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>84</b>
<b>Total Hours/Week</b>	<b>146</b>	<b>130</b>	<b>142</b>	<b>130</b>	<b>144</b>	<b>72</b>	<b>64</b>	<b>828</b>

Eff. 4/9/14

Eff. 4/9/14

538

828

The positions listed above are the clinical positions that will be evaluated for potential penalty as outlined in Section 2.47.6. Medical Director, PA/NP, Dentist, Dental Assistant, Psychiatrist and APRN may change schedule but not total hours per week without penalty.

\*Dentist and Dental Assistant hours can vary from 8-18 hours per week but must total 72 hrs every 4 weeks. Effective 1/16/14.

Minimum Daily Staffing (Hrs) for all other positions to avoid potential penalty:

Days -(M thru F) -8 hrs RN, 8 LPN, 8 LNA and (S and S) - 8 RN and 8 LPN ;

Eve - (M-F) 22 LPN, 8 LNA; (S & S) 20 LPN, 8 LNA;

Nights - 12 LPN, 0 LNA

MHP - Coverage per Matrix on 5 of 6 days.

## State of Vermont Department of Corrections

## Correct Care Solutions

Marble Valley Regional Correctional Facility								ADP Total:	145
Position	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hrs/Wk	
Day Shift									
Physician		5		4				9	
Health Services Administrator	8	8	8	8	8			40	
PA/NP			8					8	
Director of Nursing								0	
RN	8	8	8	8	8			40	
LPN	8	8	8	8	8	8	8	56	
LNA								0	
Administrative Assistant	6	6	6	6	6			30	
Dentist								0	
Dental Assistant								0	
Psychiatrist								0	
APRN		6						6	
Licensed MHP (Masters)	8	8	8	8	8	8		48	
MH Coordinator								0	
Recreation Technician								0	
Medical Records Technician	0	0	0	0	0			0	
<b>Total Hours/Day</b>	<b>38</b>	<b>49</b>	<b>46</b>	<b>42</b>	<b>38</b>	<b>16</b>	<b>8</b>	<b>237</b>	237
Evening Shift									
RN								0	
LPN	8	8	8	16	16	16	8	80	*
LNA								0	
Licensed MHP (Master's)								0	
<b>Total Hours/Evening</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>8</b>	<b>80</b>	
Night Shift									
RN								0	
LPN	8	8	8	8	8	8	8	56	
LNA								0	
Licensed MHP (Master's)								0	
<b>Total Hours/Night</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>56</b>	
<b>Total Hours/Week</b>	<b>54</b>	<b>65</b>	<b>62</b>	<b>66</b>	<b>62</b>	<b>40</b>	<b>24</b>	<b>373</b>	373

The positions listed above are the clinical positions that will be evaluated for potential penalty as outlined in Section 2.47.6. Medical Director, PA/NP, Dentist, Dental Assistant, Psychiatrist and APRN may change schedule but not total hours per week without penalty.

Minimum Daily Staffing (Hrs) for all other positions to avoid potential penalty:

RN, LPN: Must meet matrix but RN & LPN hours may be swapped between day and evening shifts or weekend shifts.

Evening - LPN must meet matrix.

\*LPN hours on Wednesday and on Saturday may vary from 8 or 16 hrs but otherwise must be matrix. Effective 9/1/13

MHP - Coverage per Matrix on 4 of 6 days.

State of Vermont Department of Corrections								
Correct Care Solutions								
Northeast Regional Correctional Facility Complex							ADP Total: 147	
Position	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hrs/Wk
Day Shift								
Physician				7				7
Health Services Administrator	8	8	8	8	8			40
PA/NP		5		5				10 *
Director of Nursing								0
RN	7	7	7	7	7	7		35
LPN	8	8	8	8	8	8	8	56
LNA								0
Administrative Assistant	8	8	8	8	8			40
Dentist								0
Dental Assistant		0						0
Psychiatrist		0						0
APRN			6	6				12 **
Licensed MHP (Masters)	11	11	11	11	11			55 Eff 3/31/14
MH Coordinator								0
Recreation Technician								0
Medical Records Technician								0
<b>Total Hours/Day</b>	<b>42</b>	<b>47</b>	<b>48</b>	<b>60</b>	<b>42</b>	<b>8</b>	<b>8</b>	<b>255</b>
Evening Shift								
RN								0
LPN	16	16	16	16	16	16	16	112
LNA								0
Licensed MHP (Master's)								0
<b>Total Hours/Evening</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>112</b>
Night Shift								
RN								0
LPN	8	8	8	8	8	8	8	56
LNA								0
Licensed MHP (Master's)								0
<b>Total Hours/Night</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>56</b>
<b>Total Hours/Week</b>	<b>66</b>	<b>71</b>	<b>72</b>	<b>84</b>	<b>66</b>	<b>32</b>	<b>32</b>	<b>423</b>

The positions listed above are the clinical positions that will be evaluated for potential penalty as outlined in Section 2.47.6. Medical Director, Dentist, Dental Assistant, and Psychiatrist may change schedule but not total hours per week without penalty.

**\*PA - 20 hrs over 2 week time periods must be met. Effective 10/17/13**

**\*\*APRN hrs vary among CCWC, NERCF, and NSCF but 30 hrs per week must be met among three sites. Effective 10/9/13**

Minimum Daily Staffing (Hrs) for all other positions to avoid potential penalty:

RN – minimum of 5 days of RN coverage per week.

Days - 8 hours LPN

Evenings - 16 hours LPN

Nights - 8 hours LPN

MHP - Coverage per Matrix on 4 of 5 days.

State of Vermont Department of Corrections								
Correct Care Solutions								
Northern State Correctional Facility							ADP Total:	421
Position	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hrs/Wk
Day Shift								
Physician	6		6		6			18 *
Health Services Administrator	8	8	8	8	8	8		40
PA/NP		10		10				20 *Eff 1/1/14
Director of Nursing	8	8	8	8	8			40
RN						8	8	16
LPN	16	16	16	16	16	8	8	96
LNA	8	8	8	8	8	8	8	56
Administrative Assistant	8	8	8	8	8			40
Dental Director		2		2				4 Eff 5/13/13
Dentist	6	6	6	6	6			30
Dental Assistant	6	6	6	6	6			30
Psychiatrist				4				4
APRN	8		8					16 **
Licensed MHP (Masters)	20	20	20	20	20			100 Eff 3/31/14
MH Coordinator								0
Recreation Technician								0
Medical Records Technician	4	4	4	2				14 Eff 2/1/14
<b>Total Hours/Day</b>	<b>98</b>	<b>96</b>	<b>98</b>	<b>98</b>	<b>86</b>	<b>24</b>	<b>24</b>	<b>524</b> 524
Evening Shift								
RN	8	8	8	8	8	8	8	56
LPN	8	8	8	8	8	8	8	56
LNA								0
Licensed MHP (Master's)								0
<b>Total Hours/Evening</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>112</b>
Night Shift								
RN								0
LPN	8	8	8	8	8	8	8	56
LNA	8	8	8	8	8	8	8	56
Licensed MHP (Master's)								0
<b>Total Hours/Night</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>112</b>
<b>Total Hours/Week</b>	<b>130</b>	<b>128</b>	<b>130</b>	<b>130</b>	<b>118</b>	<b>56</b>	<b>56</b>	<b>748</b> 748

The positions listed above are the clinical positions that will be evaluated for potential penalty as outlined in Section 2.47.6. Medical Director, PA/NP, Dentist, Dental Assistant, Psychiatrist and APRN may change schedule but not total hours per week without penalty.

**\*MD can work 8 hrs one week and 16 hours the following week for a total of 24 hrs minimum w/o penalty. Effective 6/1/13**

**\*\*APRN hrs vary among CCWC, NERCF, and NSCF but 30 hrs per week must be met among three sites. Effective 10/9/13**

Minimum Daily Staffing (Hrs) for all other positions to avoid potential penalty:

Days - 8 hours DON-RN, 8 hours LPN, 0 hours LNA (M-F) and (S and S) - 16 hours LPN;

Evenings - 16 hours LPN ;

Nights - 8 hours LPN (LPN may fill for RN on Day shift weekends and on Evening shift provided there is 8 hrs RN on day or evening).

MHP - Coverage per Matrix on 4 of 5 days.

State of Vermont Department of Corrections								
Correct Care Solutions								
Northwest State Correctional Facility							ADP Total: 150	
Position	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hrs/Wk
Day Shift								
Physician		6		6				12 *
Health Services Administrator	8	8	8	8	8			40
PA/NP		8		8	4			20
Director of Nursing								0
RN	8	8	8	8	8	8	8	56
LPN	16	16	16	16	16	16	8	96
LNA	8	8	8	8	8			40
Administrative Assistant	8	8	8	8	8			40
Dentist	8			8				16 **
Dental Assistant	8			8				16 **
Psychiatrist		4						4
APRN	8				8			16
Licensed MHP (Masters)	16	16	16	16	16	8		88
MH Coordinator								0
Recreation Technician								0
Medical Records Technician		10		10				20
<b>Total Hours/Day</b>	<b>88</b>	<b>92</b>	<b>64</b>	<b>104</b>	<b>76</b>	<b>24</b>	<b>16</b>	<b>464</b>
Evening Shift								
RN	8	8	8	8	8			40
LPN	16	16	16	16	16	16	16	112
LNA	3	3	3	3	3			15
Licensed MHP (Master's)								0
<b>Total Hours/Evening</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>16</b>	<b>16</b>	<b>167</b>
Night Shift								
RN								0
LPN	8	8	8	8	8	8	8	56
LNA	5	5	5	5	5			25
Licensed MHP (Master's)								0
<b>Total Hours/Night</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>8</b>	<b>8</b>	<b>81</b>
<b>Total Hours/Week</b>	<b>128</b>	<b>132</b>	<b>104</b>	<b>144</b>	<b>116</b>	<b>48</b>	<b>40</b>	<b>712</b>

The positions listed above are the clinical positions that will be evaluated for potential penalty as outlined in Section 2.47.6. PA/NP, Dentist, Dental Assistant, Psychiatrist and APRN may change schedule but not total hours per week without penalty.

**\*MD can work 8 hrs one week and 16 hours the following week for a total of 24 hrs minimum w/o penalty. Effective 6/1/13**

**\*\*Dentist and Dental Assistant hours can vary from 8-16 hours per week but must total 64 hrs every 4 weeks. Effective 1/16/14.**

Minimum Daily Staffing (Hrs) for all other positions to avoid potential penalty:

Days - 8 hours RN and 8 hours LPN;

Eve - 16 hours LPN;

Nights - 8 hours LPN; 5 hrs LNA (M-F)

OR

Days - (M - F) 8 hrs RN and 8 hrs LPN - (S and S) 16 hrs LPN only if Eve Shift has 8 hrs RN ;

Eve - 16 hours LPN or 8 RN and 8 LPN if 16 LPN on day shift;

Nights - 8 hours LPN; 4 hrs LNA (M-F)

MHP - Coverage per Matrix on 5 of 6 days.

## State of Vermont Department of Corrections

## Correct Care Solutions

Southeast State Correctional Facility								ADP Total:	98
Position	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hrs/Wk	
Day Shift									
Physician		7						7	
Health Services Administrator	8	8	8	8	8			40	
PA/NP								0	
Director of Nursing								0	
RN	8	8	8	8	8			40	
LPN						8	8	16	
LNA								0	
Administrative Assistant	8		8		8			24	
Dentist								0	
Dental Assistant								0	
Psychiatrist								0	
APRN		2						2*	
Licensed MHP (Masters)	6		6		8			20	
MH Coordinator								0	
Recreation Technician								0	
Medical Records Technician								0	
<b>Total Hours/Day</b>	<b>30</b>	<b>25</b>	<b>30</b>	<b>16</b>	<b>32</b>	<b>8</b>	<b>8</b>	<b>149</b>	
Evening Shift									
RN								0	
LPN	8	8	8	8	8	8	8	56	
LNA								0	
Licensed MHP (Master's)								0	
<b>Total Hours/Evening</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>56</b>	
Night Shift									
RN								0	
LPN	8	8	8	8	8	8	8	56	
LNA								0	
Licensed MHP (Master's)								0	
<b>Total Hours/Night</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>56</b>	
<b>Total Hours/Week</b>	<b>46</b>	<b>41</b>	<b>46</b>	<b>32</b>	<b>48</b>	<b>24</b>	<b>24</b>	<b>261</b>	

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261

The positions listed above are the clinical positions that will be evaluated for potential penalty as outlined in Section 2.47.6. Medical Director, PA/NP, Dentist, Dental Assistant, and Psychiatrist may change schedule but not total hours per week without penalty.

\*APRN may work 4 hrs every other week IF telepsych proposal is approved and there is no backlog of patients. Effective 10/17/13

Minimum Daily Staffing (Hrs) for all other positions to avoid potential penalty:

Days - 8 hours RN (M-F); 8 hours LPN (S & S)

Evening - 8 hours LPN

Night - 8 hours LPN

MHP - Mon thru Fri - 16 of 20 hours



## State of Vermont Department of Corrections

Correct Care Solutions								
Southern State Correctional Facility								ADP
								Total: 370
Position	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hrs/Wk
Day Shift								
Physician	8		10	8	8			34
Health Services Administrator	8	8	8	8	8			40
PA/NP (infirmery)	8	8	8	8	8			40
Director of Nursing/Nurse Manager	8	8	8	8	8			40
RN	8	8	8	8	8	8	8	56
LPN	24	24	24	24	24	24	24	168
LNA	8	8	8	8	8	8	8	56
Administrative Assistant	8	16	8	16	8			56
Dentist	5	5	5	5	5			25
Dental Assistant	5	5	5	5	5			25
Psychiatrist	3		3		3			9
APRN		8		8				16
Licensed MHP (Masters)	16	16	16	16	16	8		88
MH Coordinator	8	8	8	8	8			40
Recreation Technician****	8	8	8	8	8			40
Medical Records Technician	24	24	24	24	24			120
<b>Total Hours/Day</b>	<b>149</b>	<b>154</b>	<b>151</b>	<b>162</b>	<b>149</b>	<b>48</b>	<b>40</b>	<b>853</b>
Evening Shift								
RN	8	8	8	8	8	8	8	56
LPN	16	16	16	16	16	16	16	112
LNA	8	8	8	8	8	8	8	56
Licensed MHP (Master's)								0
<b>Total Hours/Evening</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>224</b>
Night Shift								
RN	8	8	8	8	8	8	8	56
LPN	8	8	8	8	8	8	8	56
LNA	8	8	8	8	8	8	8	56
Licensed MHP (Master's)								0
<b>Total Hours/Night</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>168</b>
<b>Total Hours/Week</b>	<b>205</b>	<b>210</b>	<b>207</b>	<b>218</b>	<b>205</b>	<b>104</b>	<b>96</b>	<b>1245</b>

Eff 2/1/13

853

1245

The positions listed above are the clinical positions that will be evaluated for potential penalty as outlined in Section 2.47.6. Medical Director, PA/NP, Dentist, Dental Assistant, Psychiatrist and APRN may change schedule but not total hours per week without penalty.

Minimum Daily Staffing (Hrs) for all other positions to avoid potential penalty:

DON/RN Manager: Staffed per Matrix

Days - 8 hours RN, 16 hours LPN, 8 hours LNA (M-F) and (S and S) - 8 hours RN, 16 hours LPN, 0 hrs LNA ;

Evenings - 8 hours RN, 16 hours LPN and 0 hrs LNA or 24 hours LPN and 8 hrs LNA if 8 hrs RN on 1st shift;

Nights - 16 hours LPN and 8 hrs LNA (M-F) or 8 hours RN, 8 hours LPN and 0 hrs LNA and

(S and S) - 16 hours LPN and 8 hours LNA.

MHP - Coverage per Matrix on 5 of 6 days.

Lead MHP - Coverage per Matrix on 4 of 5 days